

6.1 Collection Development Policy

Pella Public Library

Adopted 5/9/00; Last revised 2/14/17.

The Pella Public Library collects materials in a variety of formats to support the library's mission to enable users of all ages to experience the joy of reading, learn throughout their lives, find and use information, and better understand their personal and community heritage.

Patron use is the most powerful influence on the Library's collection. Circulation, patron purchase requests and holds levels are all closely monitored. In addition to patron demand, selections are made to provide depth and diversity of viewpoints to the collection. The library provides materials to support each individual, and does not place a value on one patron's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial or unacceptable to others.

Materials for children and teenagers are intended to support recreational reading, encourage and facilitate reading skills, supplement their educational needs, and stimulate and widen their interests. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. The Library does not intrude on that relationship.

The Board of this Library, recognizing the pluralistic nature of this community and the varied backgrounds and needs of all citizens, declares as a matter of collection development policy that:

- The Pella Public Library adheres to the American Library Association's Library Bill of Rights, which is appended to this policy. Inclusion of material in the collection does not imply the library's endorsement of it or its contents.
- The Library recognizes that any given item may offend some patrons, but because the Library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.
- Selection of library materials shall be made on the basis of their value of interest, information and enlightenment of all people of the community. No material shall be excluded because of the political, social or religious views expressed.
- This Library does not monitor or restrict checkouts made by minors.

ACQUISITION OF LIBRARY MATERIALS

The Board of Trustees delegates the selection and acquisition of library materials to the Library Director and, at the discretion of the director, staff who are qualified by education and/or experience. All staff members are encouraged to recommend materials needed in particular areas of the Library, and to make note of subjects requested by patrons but not held by the library.

Recommendations for the addition of materials from citizens of the community are encouraged. Serious suggestions will be considered carefully and an effort made to include worthwhile titles which are deemed appropriate. When, in the opinion of the Director, the material requested is of limited appeal, interlibrary loan will be suggested instead of purchasing the material.

The following factors will be determinants in the selection of materials to be added to the Library's collections:

- The content fits with the mission and strategic plan of the Library.
- The overall value of material as an individual work and its value to the collection as a whole.
- Local history and materials of specific interest to the Pella community will be given special consideration.
- Whenever possible, objective reviews in reliable sources will be consulted before purchasing materials.
- An attempt will be made to maintain an appropriate balance between books of temporary, current popularity and those which are timeless and of classic value.
- No attempt shall be made to acquire single titles or collections of rare books, manuscripts, or private papers.
- The type of binding will influence the acquisition of books only in so far as to govern the most appropriate binding for the anticipated use of the material. Type of binding or format will not be the determinant for the extent of the cataloging of the material.
- Nonbook and digital materials will be acquired by the Library as needed to support the needs of the community. Such materials shall be subject to the same criteria of selection as apply to print materials.
- Duplicate copies of titles will be acquired in the number deemed appropriate by the library staff and the Library Director.
- The selection of children's and teen materials shall follow the same general guidelines as those for adult materials.

The selection of sources for the purchase of library materials shall be left to the discretion of the Library Director or to the person(s) designated to be in charge of acquisitions. Vendors will be chosen who provide the best service with the greatest monetary advantage.

All regulations governing the purchase of materials and services shall be in compliance with policies adopted by the City of Pella.

COLLECTION MAINTENANCE

Weeding, mending and rebinding will be done under the direction of the Library Director. Only those materials which have classic value and worth will be considered for rebinding. Mending will be done for those materials whose life can be extended or whose aesthetic appearance may be improved.

The collection will be systematically assessed to make space for new materials, to make collections more attractive, to facilitate ease of use by patrons and staff, and to reduce the damage to materials caused by overcrowding, space limitations, and overuse. To meet state standards, all parts of the collection will be reviewed at least once every three years. Specific attention will be paid to:

- Materials no longer in demand
- Outdated or inaccurate information
- Any material which is badly worn, damaged, stained, or soiled
- Duplicate copies
- Space limitations

- Sustainability of format
- Strategic plan priorities

The Library Director retains the right to dispose of all duplicate or unneeded materials.

EXPRESSIONS OF CONCERN

The library's role is to provide opportunities that will allow individuals to freely examine subjects and make their own decisions. The Library does not endorse particular ideas, beliefs, or views. While individuals are free to reject for themselves materials of which they do not approve, they cannot exercise this right of censorship to restrict the freedom of others. The Library Director and the Board of Trustees are aware that patrons may take issue with the inclusion of specific items, programs, or practices, and they welcome the expression of concern by our patrons. Patron concerns will be dealt with promptly and courteously as detailed in the following process.

1. Library staff will listen to the concern and direct patrons to the appropriate selector (Youth Services Librarian for teen and children's materials, Library Director for all other library materials).
2. The Director or YS Librarian will discuss the concern with the individual or group.
3. After discussion, a patron who requests further action will complete a "Statement of Concern about Library Resources" form, which will be submitted to the Director.
4. The Director will respond in writing no more than ten days after receiving the form.
5. The Director will inform the Library Board of the concern and her response.
6. An individual or group still seeking further action may request a hearing before the Library Board of Trustees. Such a request will be directed to the Board President.
7. A hearing will be scheduled by the Library Board at its next regularly scheduled Board meeting.
8. The Board of Trustees will make a final ruling on the concern and send a written response to the individual or group.

References

This policy has been developed in concert with other Pella Public Library policies and with American Library Association Guidance Documents:

- Library Bill of Rights <http://www.ala.org/advocacy/intfreedom/librarybill>
- Interpretations of the Library Bill of Rights
<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>
- Freedom to Read Statement
<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>
- Freedom to View Statement
<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>

LIBRARY BILL OF RIGHTS

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries.

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the author.
2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.
3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. The rights of an individual to the use of a library should not be denied or abridged because of his age, race, religion, national origins, or social or political views.
6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussions of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

The Library Director and the Board of Trustees are aware that patrons may take issue with the inclusion of specific items, programs, or practices, and they welcome the expression of concern by our patrons.

Today's date: _____

Name of individual or group: _____

Contact person for group: _____

Phone: _____ Email: _____

Address: _____

City: _____ Zip Code: _____

Resource you are concerned with:

Book or Magazine Video/DVD Audio recording/CD
 Electronic information Library program Display/exhibit Other

Title, Author, other identifying information:

Have you read, watched or listened to the entire work?

What is your concern about this resource? Please be specific.

What action do you seek as a result of this complaint?

Are there resource(s) you suggest that provide additional information and/or other viewpoints on this topic?

Signature of Patron

Date